



COVID-19 Contingency Plan, Risk Assessment and Guidance for Staff and Parents

Person responsible	Head and SLT
Last update	September 2021
Frequency of Review	As needed
Date of next review by Governors	As needed

What is the purpose of this document?

This document is a short overview for all parents and staff to ensure you are clear of the procedures and expectations, due to COVID-19 within school.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This means we have to be prepared to handle whatever situation arises, as well as to ensure we can keep children's learning developing in the right way should they need to stay at home.

When will this document be needed?

This document helps to map out what our procedure is in school should there be covid cases within the School Community; in what circumstances a child would be unable to attend school and needs to self-isolate, and how their schooling would continue at home.

What is the situation within our school?

Government guidance no longer recommends that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used at St Christopher's The Hall, from the start of the Michaelmas term.

Staff and pupils do not need to wear a face covering within the school.

Assemblies will resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.

Controlling the risks in school

At St Christopher's the Hall we are deploying practical measures which include:

- adequate ventilation - classroom doors and windows should be left open to improve fresh air flow and natural ventilation. This will be balanced against the need for increased ventilation while maintaining a comfortable temperature.
- sufficient cleaning - we have in place an appropriate cleaning schedule. This includes daily cleaning of areas and equipment, with a particular focus on frequently touched surfaces.

- good hand hygiene - staff will advise pupils about, and provide opportunities for, frequent and thorough hand cleaning. This can be done with soap and water or hand sanitiser.
- Respiratory hygiene- teachers will also monitor pupils for coughs and colds, particularly as we approach the winter months, and the 'catch it, bin it, kill it' approach continues to be very important.

Visitors in school

For any events which include parents, or larger groups of people in school, (for example, school plays, welcome meetings at the start of term).we will identify appropriate spaces to be used which have fresh air flow in these areas

When should staff members or pupils isolate?

Pupils

Pupils are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Pupils with respiratory symptoms who are too unwell to attend School should not attend, regardless of the cause. An LFT is not required to prove COVID-19 or otherwise.

Staff

Staff at St Christopher's The Hall are no longer required to take LFT tests , even if they suspect they may have COVID-19.

Staff are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Staff members are discouraged from taking an LFT unless there is a specific medical reason for doing so. they should take advice from a member of SLT if unsure.

If a staff member has symptoms of COVID, it should be treated as any other respiratory illness, and an LFT is not required. If the staff member is too unwell to work, they should report their absence following the required procedure. If the staff member DOES do an LFT test, and it is positive, they only need to stay at home if they are too unwell to work. They should return to work as soon as they are well enough, and do not need to re-test. They do not need to isolate or stay at home for a specific period of time, and can return to work as soon as they are able to.

If a staff member has symptoms that concern them, but are well enough to work, they are permitted to wear a face covering to minimise risk.

Contingency plans

Pupil who are isolating

Children should no longer be routinely tested for COVID, even if a family member has tested positive. It is recommended that children are only tested on the advice of a medical professional. If they do need to isolate, they only need to do so for 3 days after the day of the positive test. St Christopher's The Hall School strongly discourages families from testing their children.

Where appropriate, we will support pupils who need to self-isolate providing they are well enough to do so, or those who are facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. We will look to provide remote education to pupils via Google Classroom.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school.

Working with our Learning Enrichment coordinator (Mrs Moorley), we will also work collaboratively with families and put in place reasonable adjustments, so that pupils with special educational needs and disabilities can successfully access remote education.

Lockdown

Our school will continue to work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if the central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. This decision would not be taken lightly, and would need to take account of the detrimental impact they can have on the delivery of education.

Decisions regarding full closure of school would be made under direction from PHE if it is a specific school or localised issue. In addition it could be as a result of a government decision, similar to the lockdown in March and aimed at controlling a

significant upsurge in cases. The duration of this would be determined as necessary at the time. You will receive specific guidance as to your responsibilities and actions. If your child is subject to any of these procedures and is not attending school, we will keep you informed and updated about the on-going situation, on a weekly basis, as a minimum. We will ensure you are clear as to return dates and any guidance in regards to that.

How will I know what to do?

Once we have announced a contingency situation for you, the School will confirm the procedures to parents by email. By providing the information in this format, we are able to keep a record of what has been sent and to whom. If parents have any issue with emails from school please alert us to this before a situation arises. The most common issue is that your settings keep sending emails to your junk box.

Teaching & Learning -

In this situation, our pupil's learning will follow that set out in the Termly curriculum overview, but will be on Google Classroom.

The aim is to ensure that this learning takes place in a way that is supportive and viable for all parents and children. This may take the form of a recorded lesson, a live interactive lesson or a feedback session. The methods of teaching are often dependent on the child's age/year.

The School will communicate with parents regarding this provision at the time if you have not already been informed of how it works.

The aim is for children to produce their own work. This may mean parents have to challenge, and support them. 'Doing it for them' no matter how much it might solve a challenging issue at the time, will not help in the long run - and that includes beyond their time at primary school.

All children should have at least one reading book.

Provision for children in Kindergarten and Early Years will take into account their stamina for online working and the nature of their curriculum needs for learning through active play. There will be less of a focus for 'online teaching' and more emphasis on maintaining contact with school adults and with each other, providing group activities for them to engage with and supporting their development of self-help skills.

This will also be the situation, where appropriate for children with SEND. An individual plan will be in place to support their learning and address their needs as necessary. You will receive direct contact from Mrs Moorley, our Head of Learning Enrichment and SENDCo.

Feedback will be given as set out in the arrangements for tasks so that parents are clear as to the expectations for children. MOTE will be used to give verbal feedback to the children, and some feedback will be given as a written record and at other times through online sessions on Google Classroom.

Online access

Where families have no access to laptops or PC's we will look to bring pupils into school to help with this. This will be looked at on a case by case basis.

Key workers

Where a full closure is in place, it is expected that some form of provision would continue for the children of key workers – unless the closure is due to localised restrictions.

Specific guidance for key workers will be provided for a partial or full closure.

Steps needed to manage the risk

At St Christopher's The hall, we have a risk assessment across the School. This identifies:

- what work activity or situations might cause transmission of coronavirus (COVID-19)
- who could be at risk – this could include workers, visitors, contractors and delivery drivers
- how likely it is that someone could be exposed
- the controls needed to reduce the risk

Further Action and Thresholds

Government Guidance suggests that schools may want to consider “extra action” once certain thresholds are met. The Department for Education said education

settings should “revisit their contingency plans” based on the updated guidance published today.

Therefore, at St Christopher’s The Hall we will revisit our plan:

- If 10% of pupils or staff are likely to have mixed closely test positive for Covid within a 10-day period.

We will also consider extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

We will seek additional public health advice if they are concerned about transmission in the setting, either through the DfE’s helpline or in line with other local arrangements.